

2.5 Intake Officers. Officers assigned to conduct intake shall receive, screen and examine all properly executed complaints filed pursuant to Uniform Rule 4.1 concerning delinquent, unruly or deprived children which are received by the court. Said officers shall, by authority of the judge, informally adjust those cases which are appropriate for such action. The intake officer shall compile on a regular basis the case files or a report on those cases that were informally adjusted for review by the juvenile court judge. Intake officers shall only be court-employed intake or probation officers, court service workers or other Department of Juvenile Justice staff designated by the judge or judges or associate judges exercising juvenile court jurisdiction.